

2016 Claims Dates

Due Date

December 14, 2015– Submit to Cindy
December 21, 2015
December 28, 2015**
January 4, 2016
January 11, 2016
January 19, 2016
January 25, 2016
February 1, 2016
February 8, 2016
February 15, 2016
February 22, 2016
February 29, 2016
March 7, 2016
March 14, 2016
March 21, 2016
March 28, 2016
April 4, 2016
April 11, 2016
April 18, 2016
April 25, 2016
May 2, 2016
May 9, 2016
May 16, 2016
May 23, 2016
May 30, 2016
June 6, 2016
June 13, 2016
June 20, 2016
June 27, 2016

Approval Date

December 21, 2015
cancelled
January 18, 2016
January 18, 2016
January 18, 2016
February 1, 2016
February 1, 2016
February 15, 2016
February 15, 2016
March 7, 2016
March 7, 2016
March 7, 2016
March 21, 2016
March 21, 2016
TBA – schedule to follow

Claims are due by noon.

****For claims of December 28, 2015, submit utility bills, transfers and employee reimbursements to Cindy for processing and all other claims can be submitted to Christine Pauley's mailbox marked "claims".**

Submit 2016 claims to : Patti Brown

Updated: 12/15/15